

REQUEST FOR QUOTATION (This is not an order)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1 6				
1. REQUEST NO. RFQ-TX-07-00058		2. DATE ISSUED 07/09/2007		3. REQUISITION/PURCHASE REQUEST NO. PR-TX-07-00349		4. CERT. FOR NAT. DEF. UNDER BOSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY US EPA PROCUREMENT SECTION 1445 ROSS AVENUE, SUITE 1200 DALLAS, TX 75202 2733				Mail Drop: 6MD-RP		6. DELIVER BY (Date) 06/28/2007			
5b. FOR INFORMATION CALL: (No collect calls)				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		9. DESTINATION			
Name WENDY W ROSS		TELEPHONE NUMBER (214) 665-7471		Fax: (214) 665-8505		a. Name of Consignee US EPA Mail Drop: SECTION 1 9057			
8. TO:		b. Company		b. Street Address 77 WEST JACKSON BLVD		c. City CHICAGO			
a. Name		c. Street Address		d. City		e. State		f. Zip Code	
d. City		e. State		f. Zip Code		d. State IL		e. Zip Code 60604	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) 07/30/2007				IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this request for Quotations must be completed by the quoter.					
12. SCHEDULE (Include applicable Federal, State and Local taxes)									
ITEM NO. (a)	SUPPLIES/SERVICES (b)			QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		
1	Executive Coaching Executive Coaching and Leadership Development. One-on-one coaching. Period of Performance: Date of award - 09/30/2008. The US EPA Region 6 intend to award a fixed-price Purchase Order for Executive Coaching and Leadership Development for Senior Managers in accordance with the Statement of Work. The Coaching and Leadership Development shall consist of the following deliverables; 1. One-on-one Coaching: Focus of the one-on-one coaching sessions will be on improving leadership, teamwork, and communication at all levels of EPA Region 6 with executive managers. 2. Group Coaching Sessions (2 hrs. for 10 - 20 people): This cost shall include all handouts, videos, and materials. 3. 2 Day Training or Retreat: This cost shall include all handouts, videos, facility and materials.			1	YEAR				
12. DISCOUNT FOR PROMPT PAYMENT				a.10 Calendar Days (%)	b.20 Calendar Days (%)	c.30 Calendar Days (%)	d. Calendar Days		
							Number	Percent	
NOTE: Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.									
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION			15. Date Of Quotation		
a. NAME OF QUOTER									
b. STREET ADDRESS									
c. COUNTY				16. SIGNER			b. TELEPHONE		
				a. NAME (Type or Print)			Area Code		
d. CITY				e. STATE			f. ZIP CODE		
				c. TITLE (Type or Print)			Number		

REQUEST FOR QUOTATION-
CONTINUATIONPAGE NO.
2

REQUEST NO.

RFQ-TX-07-00058

DATE ISSUED

07/09/2007

REQUISITION/PURCHASE REQUEST NO.

PR-TX-07-00349

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1 (continued)	<p>Executive Coaching</p> <p>4. Presentations, and Meetings with Management Information Team): This cost shall include all handouts, videos, and materials.</p> <p>5. Brown Bag (Lunch Hours 11AM - 1PM) "Book Review" Discussion: EPA will provide books in advance for all managers and supervisors.</p> <p>This RFQ and Statement of Work is located on the Region 6 website: http://www.epa.gov/region6/rfq.</p> <p>Interested contractors MUST be registered with Central Contractor Registration (CCR) and Dunn & Bradstreet to be awarded a Purchase Order. The website to register for CCR is http://www.ccr.gov.</p> <p>Should you have questions regarding this RFQ, please submit your questions in writing to ross.wendy@epa.gov on or before July 18, 2007, 11:00AM CST.</p> <p>Please mail your price quote on or before July 30, 2007, 2:00PM CST to the following address:</p> <p>US Environmental Protection Agency, Region 6 1445 Ross Avenue, Ste. 1200 ATTN: Wendy W. Ross (6MD-RP) Dallas, Texas 75202</p> <p>"Price Quotes received after 2:00p.m. on the date indicated will NOT be considered".</p>				
2	<p>Group Coaching</p> <p>Group Coaching -</p> <p>Period of Performance: Date of award - 09/30/2008.</p>	1	YEAR		
3	<p>2 Day Training</p> <p>2 Day Training or Retreat -</p> <p>Period of Performance: Date of award - 09/30/2008</p>	1	YEAR		
4	<p>Presentations, meetings</p> <p>Presentations, meetings with Management</p> <p>Period of Performance: Date of award - 09/30/2008</p>	1	YEAR		
5	<p>Brown Bag</p> <p>Brown Bag</p> <p>Period of Performance: Date of award - 09/30/2008.</p>	1	YEAR		
6	<p>OPTION 1</p> <p>OPTION 1 - Executive Coaching and Leadership Development. One-on-one coaching:</p> <p>Period of Performance: 10/01/2008 - 09/30/2009</p>	1	YEAR		
7	<p>OPTION 1</p> <p>OPTION 1- Group Coaching</p> <p>Period of Performance: 10/01/2008 - 09/30/2009</p>	1	YEAR		
8	<p>OPTION 1</p> <p>OPTION 1 - 2 Day Training or Retreat</p> <p>Period of Performance: 10/01/2008 - 09/30/2009</p>	1	YEAR		
9	<p>OPTION 1</p> <p>OPTION 1 - Presentations, meetings with Management</p> <p>Period of Performance: 10/01/2008 - 09/30/2009</p>	1	YEAR		
10	<p>OPTION 1</p> <p>OPTION 1 - Brown Bag</p> <p>Period of Performance: 10/01/2008 - 09/30/2009</p>	1	YEAR		

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (Oct 2000)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 611430 (insert NAICS code).
- (2) The small business size standard is _____ (insert size standard).
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) Representations. (1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.
- (2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.
- (4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.
- (5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.
- (c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse of permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern", means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern", means a small business concern--

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.
- (End of provision)

TAXPAYER IDENTIFICATION (FAR 52.204-3)(10/30/98)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other _____

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

Additional Clause(s):

CUSTOM CO ADDED CONTRACTOR DISPUTES (APR 07)

In the case of a conflict between the terms and conditions of " " and the terms and conditions of the Purchase Order and all applicable federal procurement statutes and regulations, the terms and conditions of the Purchase Order and all applicable federal procurement statutes and regulations will govern.

EP-S 99-1 Compliance with Veterans Employment Reporting Requirements (OCT 98)

The following solicitation provision applies to Request for Quotes at \$25,000 or over.

(a) The Offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212 (d) (i.e. the VETS-100 report required by the Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has [], has not [] submitted the most recent report required by 38 U.S.C. 4212 (d).

(b) An Offeror who checks he "has not" may not be awarded a contract until the required reports are filed. (31 U.S.C. 1354)

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)
COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 2000)

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (II) (OCT 00)

(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (III) (OCT 00)

(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. This document may be found at: <http://www.epa.gov/docs/etsdop/>.

(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency
Office of Administration
Facilities Management and Services Division
Distribution Section
Mail Code: 3204
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Phone: (202) 260-5797

(d) Electronic Access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

end of clause

EPAAR 1552.233-70 NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS (JUL 99)

Agency protests must be filed with the Contracting Officer in accordance with the requirements of FAR 33.103(d) and (e). Within 10 calendar days after receipt of an adverse Contracting Officer decision, the protester may submit a written request for an independent review by the Head of the Contracting Activity. This independent review is available only as an appeal of a Contracting Officer.

decision on a protest. Accordingly, as provided in 4 CFR 21.2(a)(3), any protest to the GAO must be filed within 10 days of knowledge of the initial adverse Agency action.

FAR 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 00)

Small Business Program Representations

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is _____ [insert NAICS code].

(2) The small business size standard is _____ [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it "is," is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it "is," is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it "is," is not a women-owned small business concern.

FAR 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 96)

NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 1996)

(a) Definition.

Small business concern, as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation. (b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term United States includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply in connection with construction or service contracts.

(End of clause)

FAR 52.222-40 Service Contract Act of 1965, as amended Contracts of \$2,500 or Less (MAY 89)

FAR 52.222-41 Service Contract Act of 1965, as Amended (MAY 89)

FAR 52.223-4 Recovered Material Certification (OCT 97)

Recovered Material Certification (Oct 1997)

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

(End of provision)

FAR 52.225-3 Buy American Act - Supplies (JAN 94)

FAR 52.232-18 Availability of Funds (APR 84)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.